

# WSDOT Apprenticeship 101

Information You Need to Understand and Comply with  
State Apprenticeship Requirements



Washington State  
Department of Transportation

# Why Apprenticeship?

## It's the Law

- During the 2005 Legislative Session, a **law was passed** requiring public works contracts to utilize apprentice labor
- **The apprentices must be enrolled in a program approved by the Washington State Apprenticeship and Training Council (WSATC)**
- The goal is to ensure that Washington maintains a skilled workforce in the construction trades



# How is WSDOT Phasing In the Requirement?

Apprenticeship requirements were phased in during a two year period. This period ended in June 2009 and requirements are now fully phased-in. Each contract estimated to cost \$2 million or more requires that 15% of labor hours be worked by apprentices.

Advertisement Date	Engineers' Estimate	Apprentice Labor Requirement
July 1, 2007 – June 30, 2008	\$5 M or greater	No less than 10%
July 1, 2008 – June 30, 2009	\$3 M or greater	No less than 12%
<b>From July 1, 2009 – Forward</b>	<b>\$2 M or greater</b>	<b>No less than 15%</b>



**CURRENT**

# What Does This Mean for WSDOT Contractors?

- **If you are awarded a contract estimated to cost \$2 million or more, the contract will require apprentice labor**
- To comply with the requirement, you'll need to utilize apprenticeship programs **approved by the Washington State Apprenticeship and Training Council.**
- Fifteen percent of the total labor hours on the contract will be performed by apprentices.
- **The prime contractor is responsible for ensuring the overall requirement is met.** The prime and subcontractors are both obligated to meet the requirement. While both may utilize apprentices, the prime contractor is responsible for ensuring the requirement is met and compiling plans and reports.
- In addition to a plan, prime contractors must submit a **monthly report accounting for all hours including subcontractors.**



# How Big is the Program?



- By October 2010, 160 WSDOT contracts contained the apprentice requirement.
- About half of all the contracts WSDOT awards will contain the requirement.
- The program is bigger than the federal training program and you may have both requirements in the same contract.
- To accomplish the apprenticeship requirement you must utilize state approved apprenticeship programs.

# Understanding WSDOT Apprenticeship Specifications

- There are five elements to the apprenticeship specification (1-07.28). You'll have a chance to look at each of these in detail in the following slides. The five elements are:

- Definitions
- Plan
- Monthly Reports
- Compliance
- Good Faith Efforts

# Understanding WSDOT Apprenticeship Specifications

## Definitions

- Apprentice: An individual who is employed to learn an occupation subject to apprenticeship and is registered with a sponsor in an approved apprenticeship program.
- Approved apprenticeship program: An apprenticeship program approved by the Washington State Apprenticeship and Training Council.
- Labor hours: The total hours of workers receiving an hourly wage who are directly employed on the project site.
- Labor hours include hours performed by workers employed by the contractor and all subcontractors employed on the project site.
- Truck drivers that are employed at the project site for more than half their shift – four hours or more – are reported. Those at the project site for less than half their shift are not reported.
- Labor hours do not include hours worked by engineers, superintendents, owners, and others provided they are not subject to prevailing wage requirements.

# Understanding WSDOT Apprenticeship Specifications

## **Apprenticeship Utilization Plan**

**Within 30 days of execution, you must submit a plan showing how you expect to achieve the apprenticeship requirement. Here is what WSDOT is looking for in the plan:**

- Plan provides for the prime contractor and all subcontractors to the best of your knowledge within 30 days of execution.
- Estimated hours and work times are reasonable within the scope of the work.
- The plan demonstrates that you intend to meet or exceed the requirement.
- The plan shall be revised as more information becomes available or changes are experienced in such things as subcontractors, apprentice availability or the project schedule.



# Sample Plan

Lists all Subcontractors

Meets or Exceeds  
Requirement

Lists all Occupations

Shows Start Date



Washington State  
Department of Transportation

## Apprentice Utilization Plan

To be submitted no later than thirty (30) days following execution.

Contract Title Sr512 Jct I-5 To Ne Of 104th Paving		Contract Number 008455	Report Submit Date	
Prime Contractor Tucci & Sons, Inc.		Apprentice Utilization Requirement 15 %		
Comments				
* Include labor hours and count for all trades, including those performed by Subcontractors.				
Start Date	Contractor or Subcontractor	Occupation	Estimated	
			Total Hours	Apprentice Hours
			4957	744
	Apprentice Utilization 15 %	Grand Total	4957	744
Completed By		Email		
Title		Phone		

# Understanding WSDOT Apprenticeship Specifications

## Monthly Attainment Reporting

**By the last working day of the subsequent month, you must submit a report showing the previous month's utilization. Here is what WSDOT is looking for in the report:**

- Report shows all hours worked by the prime and all subcontractors.
- Report is complete with each apprentice's name, six-digit L&I registration number, occupation and hours worked. Indicate if the apprentice is female or minority.
- Report is complete with hours for each journey-level and apprentice worker by occupation and total hours worked.
- Revised monthly reports are sent in when original report was incomplete or changes are necessary.
- Notes section lists any information that should be noted (changes, etc.)

# Sample Report

CONTRACT DATA FILLED  
OUT COMPLETELY

LISTS EACH NAME,  
TRADE & NUMBER

FEMALE/MINORITY  
STATUS CHECKED

INCLUDES ALL HOURS,  
PRIME AND SUB



Contract Number 008455	Name of Project Sr512 Jct I-5 To Ne Of 104th Paving	
County	Nearest City Tacoma	Execution Date 5/28/2013
Firm Name Tucci & Sons, Inc.		Contract Award Amount \$2,779,289.70
Prepared By Kelly DuCommun	Phone Number 253-922-8878	Current Cost \$2,799,541.88
Reporting Period Begin Date 8/4/2013	Reporting Period End Date 8/31/2013	Required Apprenticeship Percentage 15

## Apprentice Summary

Apprentice Name	Female	Minority	Occupation	Registration Number	Contractor or Sub-Contractor	Hours Worked
Deborah J Adams	X		Laborer	155379	TUCCI & SONS, INC.	220
Correna Young	X		Laborer	175321	TUCCI & SONS, INC.	145
Byron J Burris		X	Laborer	153841	TUCCI & SONS, INC.	84
Darin Mathis			Laborer	172782	TUCCI & SONS, INC.	71
Colby Overholt			Laborer	175323	TUCCI & SONS, INC.	214
Ashley E Stafford	X	X	Operator	175218	TUCCI & SONS, INC.	130
Alexander G Bronson			Truck Driver	175267	TUCCI & SONS, INC.	82
Tracey W Mansell			Traffic Control Painter	175135	Apply-A-Line, Inc.	100
Mitch L Overton			Traffic Control	181293	Apply-A-Line, Inc.	11
Daniel Peyton			Traffic Control Painter	180309	Apply-A-Line, Inc.	29
Davin Roque		X	Laborer	175782	TUCCI & SONS, INC.	100
John Vanderheid			Laborer	175714	TUCCI & SONS, INC.	109
Severo A Vega		X	Traffic Control Painter	172487	Apply-A-Line	8

## Journeyman Summary

Number Of Journeyman	Occupation	Hours Worked
30	Truck Driver	881
25	Operator	1171
13	Laborer	1102
9	Traffic Control Painter	275
2	Electrician	92

## Remarks

I, the undersigned, do hereby certify under penalty of perjury that the items listed herein represent the proper hourly totals for Apprenticeship/Journeyman participation during this reporting period.

Printed Name:  
Kelly DuCommun

Title:  
Contract Administrator

# Understanding WSDOT Apprenticeship Specifications

## Easy Online Reporting

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### Welcome to WSDOT's Apprentice Utilization Reporting

WSDOT's electronic Apprentice Utilization Reporting web application allows you to submit your monthly Statement of Apprentice Journeyman Participation(form 422-115 EF) electronically. You should receive information about Apprentice Utilization along with an account name and password for the online system from the WSDOT Project Office you are working with after your contract is executed. If you did not receive the account name and password or are having trouble accessing the system you may email us at [apprenticeship@wsdot.wa.gov](mailto:apprenticeship@wsdot.wa.gov).

[Enter Login Information](#)

User Name:  Password:

[Create new password.](#)

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# Understanding WSDOT Apprenticeship Specifications

## Good Faith Efforts

**If you can't meet the requirement, you are required to submit good faith effort documentation. Tell WSDOT why you couldn't meet the requirement and show the efforts you made trying. Here is what WSDOT's good faith effort looks like:**

- Document your contacting of Labor & Industries (L & I) to see if an apprenticeship program is available for your area and occupation (This could be e-mail or even a print of no results in the APPRENTICE REGISTRATION & TRACKING SYSTEM or ARTS on L&I's website). Note: Search for "programs by county" to get a complete listing by occupation for programs available in a given area.
- Document your solicitation of the available state-approved apprenticeship programs.
- Request and receive documentation from them that apprentices are not available.
- Conflicting regulatory requirements that impact a contractor's ability to achieve their requirement such as TERO requirements may be part of a contractor's good faith efforts.
- Update the apprenticeship plan you submitted.
- Provide the above documentation demonstrating the same efforts were performed by subcontractors.

# Complying with Apprenticeship Requirements

## **The Easiest Way to Start Training Registered Apprentices: Join an existing program!**

The easiest way to comply with an AUR is to become what is referred to as a “training agent” employer participating in an existing, approved State Apprenticeship Program. This process can be relatively quick but relies solely on the program sponsor and interested business to carry it through. To join an existing program:

First identify the occupations for which you have the capability and desire to train. Use L & I’s [Apprenticeship Registration and Tracking System \(ARTS\)](#) to run a “Report” for “[Program by County](#)” for the location of the project. In addition to selecting the county, select ‘*construction and extraction occupations*’ for the ‘SOC Category’ (this eliminates other than construction occupations). The resulting report lists apprenticeship program sponsors in alphabetical order by occupation for the county selected. Click on “View” for the program you wish to contact. Call or email the contact person listed for information on program participation.

For any program you may be interested in, study the “Standards of Apprenticeship” document carefully and then sign a “*training agent agreement*” form with the program sponsor. Program sponsors may require fees for participation to cover administrative and training costs.

We’ll walk you through this in the next slide.

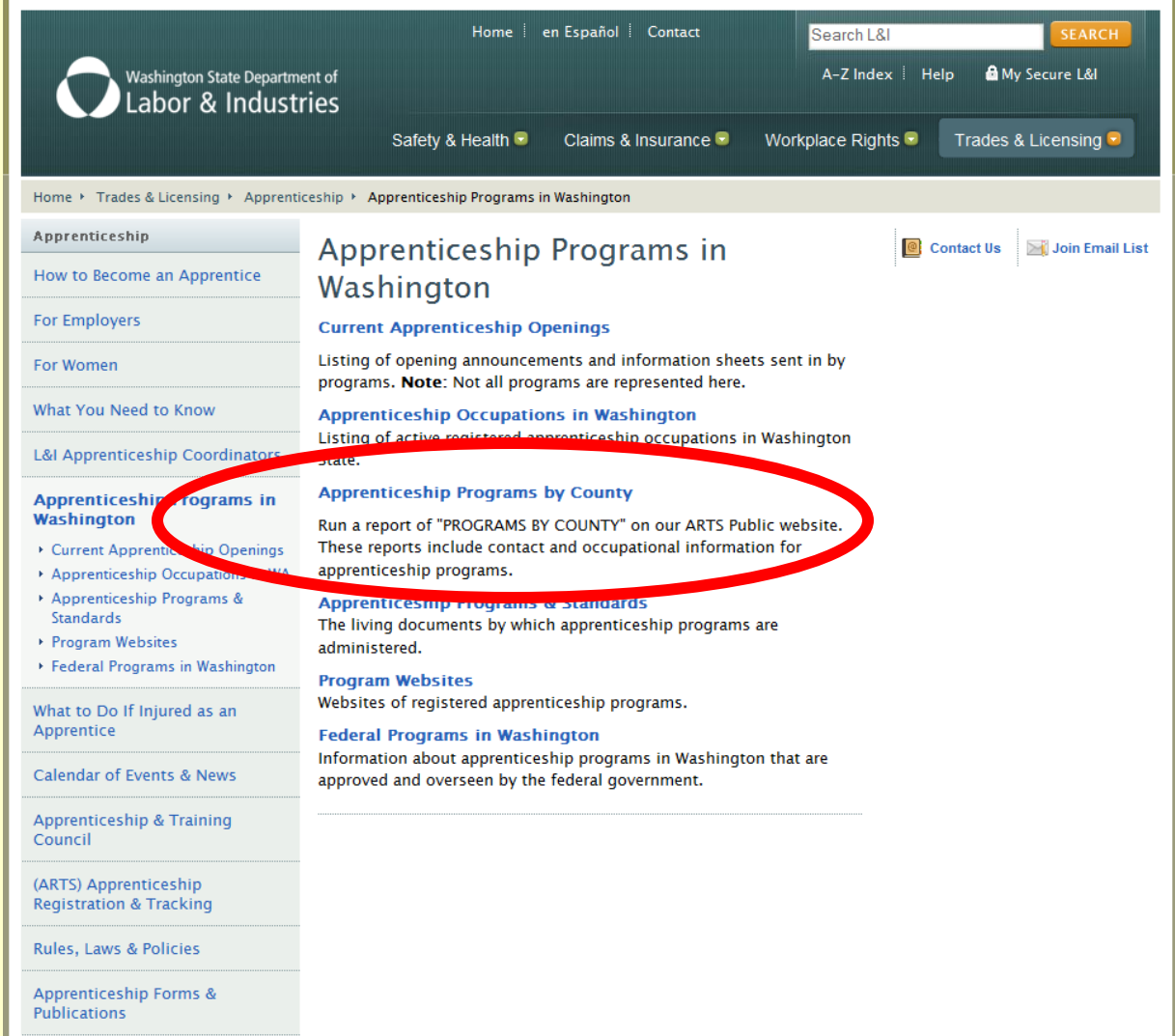


# Complying with Apprenticeship Requirements

## Finding Apprenticeship Programs

If you are just starting out, you can locate apprenticeship programs in your area and occupation by looking in L&I's Apprenticeship Registration and Tracking System

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/Programs/default.asp>



The screenshot shows the Washington State Department of Labor & Industries website. The header includes the department's logo and name, along with navigation links for Home, en Español, and Contact. A search bar is located in the top right corner. Below the header, there are links for Safety & Health, Claims & Insurance, Workplace Rights, and Trades & Licensing. The main content area is titled "Apprenticeship Programs in Washington" and includes sections for Current Apprenticeship Openings, Apprenticeship Occupations in Washington, Apprenticeship Programs by County (circled in red), Apprenticeship Programs & Standards, Program Websites, and Federal Programs in Washington. A left sidebar contains links for Apprenticeship, How to Become an Apprentice, For Employers, For Women, What You Need to Know, L&I Apprenticeship Coordinators, Apprenticeship Programs in Washington, What to Do If Injured as an Apprentice, Calendar of Events & News, Apprenticeship & Training Council, (ARTS) Apprenticeship Registration & Tracking, Rules, Laws & Policies, and Apprenticeship Forms & Publications.

# Complying with Apprenticeship Requirements

## **Contacting Apprenticeship Programs**

- After you have found programs in your area in the craft/s or trade/s you are using, contact the programs to see if they are accepting apprentices or if they have apprentices available for hire.
- If the programs do not have apprentices available, document that fact and go back to L&I's website to see if there are other programs available for the craft or trade or if programs are available for a different craft or trade.
- If you can't find a program, print your result of no programs and try another craft or trade.
- Include the apprenticeship requirement in your subcontract, and obtain documentation of subcontractors' efforts.

# Complying with Apprenticeship Requirements

## In Addition to Your Good Faith

You need **a documented good faith effort** if you cannot/do not achieve the requirement, other actions may further support the effort. WSDOT may consider the following:

1. Successful apprenticeship utilization on previous contracts\*
2. Company-wide apprenticeship utilization efforts and percentages of attainment\*

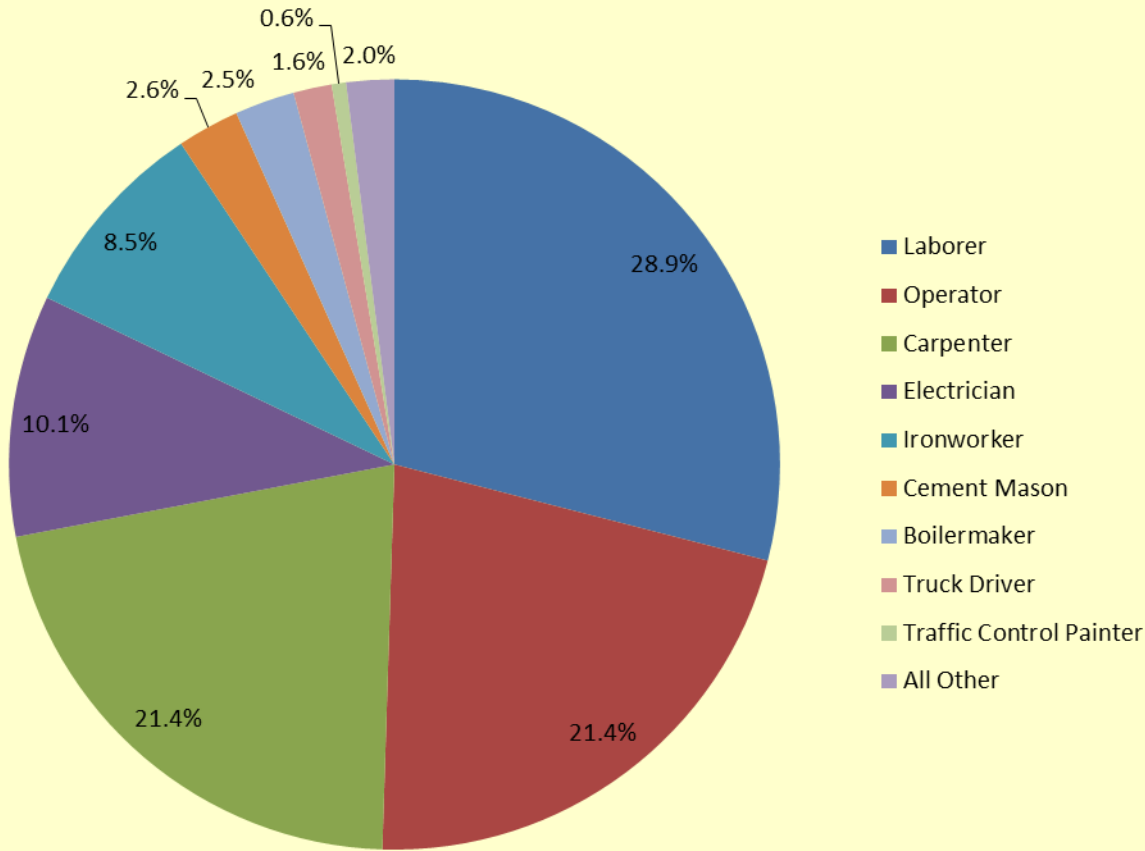
**\*For the agency to consider these efforts, you must first document you have taken the first four steps of the good faith effort in WSDOT's spec.**

# APPRENTICESHIP QUESTIONS & ANSWERS



The following are answers to questions most frequently asked by contractors

# Which Trades are Used Most?



Apprentice Occupation	Total Hours Worked
Laborer	642,659
Operator	477,750
Carpenter	477,200
Electrician	225,086
Ironworker	189,055
Cement Mason	57,684
Boilermaker	54,824
Truck Driver	36,609
Traffic Control Painter	12,320
All Other	54,133
<b>Total</b>	<b>2,227,320</b>

Data as of February 2014

# How is This Different from Federal Goals?

Federal Training Goals specify a number of hours to be performed by female or minority trainees only on selected federally funded projects. State Apprenticeship Requirements specify a percentage of total labor hours to be performed by state approved apprentices.

State-Approved Apprentices do not have to be female or minority to meet the state apprenticeship requirement (though programs are required to have certain amounts of female and minority participation).

Federal Trainees do not have to be enrolled in a program approved by the Washington State Apprenticeship and Training Council (though most are).

**SO THIS MEANS:** Approved Federal Trainees will meet the state apprenticeship requirement if they are in an WSATC approved apprenticeship program. Approved Federal Trainees will not meet the apprenticeship requirement if they are in a national or employer program.

Some Federally-funded contracts will have both requirements to meet. They can be met for both requirements at the same time if you are using female or minority apprentices enrolled in programs approved by the WSATC.



# I Have an Existing Approved Federal Training Employer Program, Does This Meet Apprenticeship Requirements?

If your trainees are enrolled in an apprenticeship program approved by the Washington State Apprenticeship and Training Council they will meet state apprenticeship requirements. If the trainees are not enrolled in a State-Approved Apprenticeship program, find a program for the craft or trade and enroll them. This way, the same employees will meet both goals.

If you or a subcontractor does not know if a trainee is enrolled in a State-Approved Program, ask the individual to produce his/her state apprentice registration card for confirmation. All state registered apprentices are issued the following credential (front & back):

**Washington State Apprenticeship and Training C**

Program Sponsor:

**W WA PAINTING, DECORATING & DRYWALL**

Apprentice/OJT name:

**JANE DOE**

Registration No:

**162990**

Specific trade objective:

**PAINTER AND DECORATOR**

Apprentice/OJT signature:

You must be prepared to show this card to a Dept. of Labor & Industries inspector. You cannot allow anyone else to use this card. You may be asked to provide a second piece of identification.

You must notify your apprenticeship program office of any address change, who will then notify the Dept. of Labor and Industries Apprenticeship Section.

This apprenticeship registration certificate indicates that the holder is enrolled in a registered apprenticeship program regulated under RCW 49.04

**State Apprenticeship Requirements require many more hours to be performed by apprentices than Federal Training Goals on the same contracts. The State program is much larger than the Federal Program.**

## **Apprenticeship Utilization**

**2,316,019 Hours Worked by  
Apprentices on Contracts**

**Federal Training  
334,778 Hours Set on  
Same Contracts**

Data as of February 2014

# **Is There a Cost to the Program?**

Yes. There is a cost to enrolling a trainee in a State-Approved Apprenticeship Program. Think of it as their tuition. This fee covers the costs of operating the Apprentice Program. Check with program contacts for exact costs as fees vary.

There is also a cost benefit as apprentices are generally paid less than the prevailing wage.

## **I'm an Open-Shop Contractor. How Can I Meet the Requirement?**

If you have looked for available State-Approved Apprenticeship Programs, you have probably noticed that there are more programs sponsored by unions than by other entities. That's okay. All WSATC approved programs are open (e.g., one cannot be compelled to sign a collective bargaining agreement or join an association as a condition of becoming a training agent under an approved set of apprenticeship program standards.)

You will likely pay a fee for participation similar to the fee you would pay to a program sponsored by another entity. There are plenty of opportunities for you.

## **I Have Apprentices Working in a Plant, Pit, Fabrication Facility, or Office Can I Include Those Hours on the Monthly Report?**

No, do not include hours worked by employees that are not directly employed on the job site. The law specifies that hours must be worked by employees on the site. Refer to WSDOT's Specification:

“Labor hours: The total hours of workers receiving an hourly wage who are directly employed on the project site.”

“Labor hours include hours performed by workers employed by the contractor and all subcontractors employed on the project site.”

“Labor hours do not include hours worked by engineers, superintendents, owners, and others provided they are not subject to prevailing wage requirements.”

# **I Have a Contract With Apprenticeship Requirements and I Can't Meet the Requirement But the Reason is Different than My Good Faith Effort. What Can I Do?**

WSDOT understands that some issues may come up that are not taken into account in WSDOT's current good faith effort.

When these issues come up, we need to know about them so we can consider changes to the good faith effort language or other criteria for adjusting the requirement and policies. Be prepared to fully explain the issue encountered in writing. Be sure to collect documentation of the issues described.



# **I'm a Prime Contractor and I'm Having Trouble Getting Subcontractors to Utilize Apprentices. What Can I Do?**

First, include the requirement in your subcontracts.

Require the subcontractors to fill out an Apprenticeship Utilization Plan.

Require subcontractors to document their good faith efforts.

Provide subcontractors with a way to report their monthly data to you and set a deadline for when this is due each month.

If subcontractors cannot utilize apprentices, you may need to add more apprentice labor to your workforce.

# **I Don't Want to Utilize an Existing State-Approved Training Program, Can I Create My Own?**

If you are interesting in starting your own apprenticeship program, more information can be found on L&I's website. We recommend doing this in advance of your apprenticeship contract, or utilizing existing programs until your program has been approved as it can take a while to get a new program approved and off the ground.

For more information about starting your own apprenticeship program, contact the L&I regional Apprenticeship Consultant in your area. See the next slide for contact information.

# L & I Regional Apprenticeship Consultants

- **Island County, San Juan County, Skagit County, Snohomish County, Whatcom County**  
Everett Office: (425) 290-1321
- **King County**  
Seattle Office: (206) 515-2842  
Tukwila Office: (206) 835-1028
- **Clallam County, Jefferson County, Kitsap County, Pierce County**  
Tacoma Office: (253) 596-3930
- **Grays Harbor County, Lewis County, Mason County, Pacific County, Thurston County**  
Tumwater Office: (360) 902-5320
- **Clark County, Cowlitz County, Klickitat County, Skamania County, Wahkiakum County**  
Longview Office: (360) 575-6927
- **Benton County, Chelan County, Columbia County, Douglas County, Franklin County, Grant County, Kittitas County, Okanogan County, Yakima County, Walla Walla County**  
Kennewick Office: (509) 735-0119
- **Adams County, Asotin County, Ferry County, Garfield County, Lincoln County, Pend Oreille County, Stevens County, Spokane County, Whitman County**  
Spokane Office: (509) 324-2590

# How Do I find out More About Apprentice Programs?

For more information, visit:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/default.asp>

To look up existing programs, visit:

<https://fortress.wa.gov/lni/arts/ExternalReports/ProgramsByCountyReport.aspx>

(you can input your county for a full listing of programs)

For more information to help you learn about existing programs or start your own, see:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/files/pubs/aurdescription.pdf>

For information regarding WSDOT's apprenticeship utilization visit:

<http://www.wsdot.wa.gov/biz/construction/Apprenticeship.cfm>

# What If I Still Have Questions?

Email WSDOT: [Appenticeship@WSDOT.WA.GOV](mailto:Appenticeship@WSDOT.WA.GOV)

Email L&I: [Apprentice@LNI.WA.GOV](mailto:Apprentice@LNI.WA.GOV)